



Issuance Date: December 17, 2018

What's for Review?

Memorandum of Agreement (MOAs)

- In accordance with [Administrative Order 5](#), the Office of Policy and Regulatory Development (OPRD) is responsible for maintaining a file of all active Memorandums of Agreement (MOAs) and Memorandums of Understanding (MOUs) from all levels of approval. This includes MOAs/MOUs originated by the Department or others if the Department is a party to the agreement. Any amendments made during the MOA/MOU period shall be sent to OPRD as well. To ensure compliance with any applicable statutes and regulations and to obtain the required level of approval, DCF signatories shall consult with the OPRD prior to their final authorization and execution. The originating DCF entity is responsible for tracking and renewing the MOAs/MOUs and for forwarding a copy to OPRD. In the case of MOAs/MOUs not being renewed, the originating entity should notify OPRD so that this can be noted in its files. OPRD will monitor the expiration date, if any, and status of MOAs/MOUs as well as follow up with the appropriate parties, as needed. **All MOAs shall be sent to the OPRD via email to policy@dcf.nj.gov.**

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If you have any questions, please contact the Office of Policy and Regulatory Development at policy@dcf.nj.gov or 609-888-7030.